

# CSCT Match Statement Reporting to DPHHS Instructions

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School districts that receive Comprehensive School and Community Treatment (CSCT) funding are required to provide an annual match statement to the DPHHS. In January each year, DPHHS notifies each district by letter of the required local match amount. The local match amount is based on Medicaid funding payments the district received from DPHHS in the previous year. Districts use information from the district's legal entity (LE) prior year Trustees Financial Summary (TFS) to determine if the required match amount was met. The OPI, in conjunction with DPHHS, has created a reporting tool for LE's to use in creating the match statement in the MAEFAIRS system. The following slides describe the process for creating this statement.



# Log into the MAEFAIRS system

mt.gov  
Montana's Official State Website

**Log in**

User name:

Password:

Domain:  
STATE

Advanced Options >>>

Log In

Welcome to the

If you do not know your login info, please contact your agency help desk or system administrator.

[Install Citrix Clients](#)

How to use the Java Client without installing anything on the computer.

**IRIS**

IRIS Help

View Reports

Instructions

Start at <http://www.opi.mt.gov/>

Click IRIS

Log in using your CITRIX username and Password



MAEFAIRS - (frmSwitchboard)



Select Test District

Enrollment

Trustees Financial Summary (TFS)

Budget

Tuition

Trustees Steps

Reports

Choose TFS

Trustees Steps

Double Click On Title To Select Data Entry Screen: Description

- Step 1: Prefilled Data Verification (Districts Only)
- Step 2: Budget Amendments/Transfers
- Step 3: Software
- Step 4: Project Reporter Codes (PRC)
- Step 5: Balance Sheet
- Step 6: Revenues
- Step 7: Expenditures
- Step 8: Detail Expenditures
- Step 9: Fixed Assets
- Step 10: Long-Term Liabilities
- Step 11: Review Special Education Reversion
- Step 12: Validation
- Step 13: Submit to OPI
- CSCT Match

CSCT Match

Select a District:

Dutton/Brady K-12 School

Fiscal  
Year:  
2007

Preview

Print

Exit



Montana Office of Public Instruction  
Linda McCulloch Superintendent www.opi.mt.gov

Insert the number of CSCT students

Insert the match requirement per DPHHS  
(This is the amount listed on the  
reimbursed verification letter from DPHHS)

**Comprehensive School and Community Treatment Match - (frmCsct)**





County: 50 Teton      School Year: 2006-07  
District: 1235 Dutton/Brady K-12 Schools

CSCT Students:       Match Required per DPHHS:

Square Feet of CSCT Room:       Square Feet of Entire Building:

Select a different District:  
District:  ▼


Delete Undo Save Exit

Insert the Ft<sup>2</sup> of the CSCT room

Insert the Ft<sup>2</sup> of the Entire Building

**MAEFAIRS - (frmSwitchboard)**



**Select Test District**

<b>Enrollment</b>	<b>Entitlements</b>
<b>Trustees Financial Summary (TFS)</b>	<b>Administration</b>
<b>Budget</b>	<b>OPI Reports</b>
<b>Tuition</b>	<b>Documentation/Forms</b>

Trustees Steps

Reports

**Double Click On Title To Select Report:**

Description	Description
Trustees Financial Summary (TFS)	
Annual Adult Ed Expenditures	
CSCT Match	
Expenditures Compared To Budget	
Facilities Reimbursements To Total Debt Service Expenditures.	
Prefilled Revenues	
Statement Of Changes In Coop Fund Balance	
Statement Of Changes In District Fund Balance	
Software Package	
Transfers Between Funds	
Transfers Between Funds (For Spreadsheet)	
Weatherization and Deferred Maintenance Unspent	
----- INVALID ACCOUNTS -----	
Invalid Balance Sheet Accounts	
Invalid Expenditure Accounts	
Invalid Revenues	

**Select a District:**

Dutton/Brady K-12 School
▼


**Fiscal Year:**

2007

☒ Preview

☐ Print

**Exit**




Now choose Reports

CSCT Match

Maefairs - Test - [rptCsctMatch : Report]

Print... Save As... Close 100% Help Save As PDF Type a question for help



**OPI Comprehensive School And Community Treatment**  
**FY2005-06**  
Montana Office  
of Public Instruction

**ELIGIBLE NON-FEDERAL EXPENDITURES FOR CSCT MATCH**

1. Total General Fund Expenditures (Fund 101)	4,851,436.15	
	594,114.10	
	0.00	
	594,114.10	
		4,257,322.05
	200,133.03	
	541,919.97	
	1,755.89	
	125,109.88	
	6,000.00	
		5,132,240.82
Less Expenditures Included In Above Used to Match Other Federal Programs		
	District 3115 Revenue	243,970.11
	x Match Factor	0.02611
h	State Special Ed Expenditures Used for Match	6,370.06
i	Expenditures Used for MAC Reimbursement	63,757.34
j	Other Federal Programs	0.00
k	Total Deductions (h+i+j)	70,127.40

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# CSCT Support

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